APPENDIX A.

(See Rule 78)

	RECEIPTS.
I	76%of one anna cess creditable to District Fund.
II	House tax.
III	Sale of stray cattle.
IV	Fines for cattle trespass.
V	Ferry collections.
VI	Tolls.
VII	License fees for erecting structures.
VIII	Fees for use of cart stands, markets, etc.
IX	Fees from 3rd class travellers' bungalows and musafirkhanas.
X	Contributions.—
	(a) From Municipalities.
	(b) From other District Funds.
	(c) From Provincial Funds.
	(d) From private individuals.
XI	Miscellaneous.—
	(1) Interest on toll revenue.
	(2) Sale of manure.
	(3) Refund of feeding charges of impounded cattle.
	(4) Rents of markets.
	(5) Fines under Village Sanitation Rules.
	(6) Other items.
	Public Debt—
	Advances—

APPENDIX A—continued.

(See Rule 78)

		EXPENDITURE.
A. Public Works executed by P. W. Dept.	I	Original works.
	II	Repairs.
	III	Establishment.
	IV	Tools and plant.
B. Public Works executed by Civil Dept.	I	Original works.
	II	Repairs.
	III	Establishment.
	IV	Tools and plant.
C. Civil charges.	I	Office establishment.
		(a) Pay of office establishment.
		(b) Office contingencies.
		(c) Travelling allowance of office establishment.
		(d) Furniture.
		(e) Contribution towards pension of office establishment.
	II	Medical Scholarships.
	III	Hospitals and dispensaries.
	IV	Pay and batta to midwives.
	V	Sweepers and caretakers for travellers' bungalows and musafir-khanas.
	VI	Conservancy and sanitary charges.
	VII	Vaccination.
	VIII	Refunds.
	IX	Contributions.
	X	Miscellaneous :—
	(a)	Commission to pound keepers.
	(b)	Cost of feeding impounded cattle.
	(c)	Gratuity and pension.
	(d)	Toll gate charges.
	(e)	Cost of explosives.
	(f)	Lighting charges.
	(h)	Destruction of cover afforded to snakes.
	(i)	Travelling allowance of Local Board members—
	(j)	Other items.
	Public Debt—	
	Advances—	

FROM I.

(See Rule 81.)

(To be retained in the Treasury)

Place

No.

Date

To

The Treasury Officer,

.....

Please receive Rupees (in words).....

.....

on account of .....

.....

(Signature of the party presenting the money.)

Received and credited the above amount in the Treasury Account on the .....

under the head " District Fund "

(Seal & signature of the Treasury Officer)

(To be sent to President's office)

Place

No.

Date

To

The Treasury Officer,

.....

Please receive Rupees (in words) .....

.....

on account of .....

.....

(Signature of the party presenting the money.)

Received and credited the above amount in the Treasury Account on the .....

under the head " District Fund."

(Seal & signature of the Treasury Officer.)

(To be given to the person from whom the money is received).

Place

No.

Date

To

The Treasury Officer,

.....

Please receive Rupees (in words .....

.....

on account of.....

.....

(Signature of the party presenting the money.)

Received and credited the above mount in the Treasury Account on the .....

under the head " District Fund."

(Seal & signature of the Treasury Officer.)

FORM 2

(SEE RULE 84)

Dr. Cash Book of..... .....District Board for the month of.....190 Cr.

Receipts							Payments						
Date	Chalan No.	Particulars	Amount received in cash	Amount received by transfer	Total	Head of receipt	Date	Voucher No.	Particulars	Amount paid by Cheque	Amount paid by transfer	Total	Head of Expenditure
		Total ...							Total ...				
		Cash Balance on the 1st day of ...							Cash Balance on the last day of ...				
		Grand Total ...							Grand Total ...				

Statement of Balance				Rs.	a.	p.
Balance as per Cash Book			....	000	0	0
Add Cheques uncashed—		Rs.	a. p.			
No.	dated	....	00 0 0			
No.	dated	....	00 0 0			
No.	dated	....	00 0 0	000	0	0
Balance as per Pass Book				000	0	0

140

FORM

(SEE

Register showing the Demand, Collection and Balance of the items of

Names of Unions and of Taluk Boards	Demand												Collection											
	House Tax			Tolls						Total			House Tax			Tolls								
	Arrears	Current	Total	Arrears	Current	Total				Arrears	Current	Total	Arrears	Current	Total	Arrears	Current	Total						
... .Union																								
... .Union																								
.....TalukB oard																								

Fo

Register showing Details of arre

Names of Unions and of Taluk Boards	Demand												Collection											
	House Tax				Tolls						Total			House Tax				Tolls						Total	
	190 —	190 —	190 —	Total	190 —	190 —	190 —	Total			190 —	190 —	190 —	Total	190 —	190 —	190 —	Total			190 —	190 —	190 —	Total		
.....Union																								
....Union																								
....Union																								
.....																								
Taluk Board																								

3.

RULE 85.)

Revenue in the ....District Board for the month of

	Remission												Balance											
Total				House Tax			Tolls					Total				House Tax			Tolls					Tota
Arrears	Current	Total		Arrears	Current	Total	Arrears	Current	Total			Arrears	Current	Total		Arrears	Current	Total	Arrears	Current	Total			Arrears	Current

3 (a).

exhibited (Form 3.)

Remission												Balance											
House Tax				Tolls						Total		House Tax				Tolls						Total	
190 —	190 —	190 —	Total	190 —	190 —	190 —	Total			190 —	190 —	190 —	Total	190 —	190 —	190 —	Total			190 —	190 —	190 —	

FORM 4

(See Rule. 87.)

DETAILED BILL OF PERMANENT ESTABLISHMENT OF THE
FOR THE MONTH OF 190

Name of section and of incumbent	Name of post	Pay, acting and leave allowances claimed (separately)	Pay, acting or leave allowance held over for future payment	Fines and savings	Net charge for each section
Deduct undisbursed pay refunded as detailed on the reverse ..		...	...		
Net sum required for payment		...	...		
(*in words*)		...	...		

Certified that all salaries drawn on former bills (with the exception of those detailed on the reverse, whereof the total has been refunded by deduction from this bill) have been disbursed to the proper persons, and that the receipts have been taken in acquittance rolls filed in my office, with receipt stamp duly defaced for every payment in excess of Rs. 20.

I certify that I have satisfied myself that all the officials permanently entertained and the insured officials who have received permanent increase to their pay, during the month, have duly submitted their proposals for the first and further insurance.

Pay (Rs.)

Treasury Officer.

151

DETAIL OF PAY OF ABSENTEES REFUNDED BY DEDUCTION IN THIS BILL

Section of establishment	Name	Period	Amount

152

FORM 5

(See Rule 87)

TRAVELLING ALLOWANCE BILL

of the Establishment of

for the month of

of 19 .

Head-quarters .

INSTRUCTIONS FOR PREPARING TRAVELLING ALLOWANCE BILLS.

1. Journeys of different kinds, and journeys and halts should not be entered on the same line. Only one kind of allowance should, therefore, be filled in on the same line and its amount carried out separately into the last money column.

2. Hours of journey should be mentioned only when for an absence from headquarters of not more than two consecutive days, daily allowance is claimed for two days.

3. Number of miles travelled should be entered in all cases of journeys by road.

4. The daily allowance of an Officer acting in an appointment should be calculated on the pay or salary. (In the column "Pay" the full sanctioned pay of an appointment officiated in should be shown, but in the column "Designation" the word "Acting" should be entered against Officers who are officiating in appointments.)

5. Permanent travelling, conveyance and horse allowance should be drawn along with the pay of the Officer and not on travelling allowance bills.

6. Fractions of a mile in the total for each person should not be charged for.

7 When the first item of travelling allowance to any Officer is a halt, the date of commencement of that halt should be stated in the "Remarks" column.

FORM 5
(See Rule 87)

153

Travelling Allowance Bill of the establishment of

Name.	Designation.	Maximum pay of the appointment.	Dates (and hours when necessary) of journeys and halts.		Route.		Purpose of journey.
			From	To	From	To	
	2	3	4		5		6

(1) Certified that I have taken pains to ascertain the length of the above mentioned marches and have shown them accurately to the best of my knowledge and belief

(2) Certified that the officials for whom mileage is charged in the above were ordered to travle by dawk.

190

154

for the month of 190 Head-Quarters

Kind of journey, *i. e.*, by road or rail, mail or ordinary.	Number of miles	Allowances claimed.								Total of each line	Remarks.
		Mileage by road.		Daily allowance.			Railway fare.				
		Rate.	Amount.	Number of days.	Rate.	Amount.	Class, single or double.	Amount.			
7	8	9		10			11			12	13

(In word.) Contents received

Head of O

Form 6 (See Rule 87)

ABSTRACT CONTINGENT BILL.

Note.—If this Bill is headed with any other month than that in which it is presented for payment, or if it bears date subsequent to the 16th and the certificate overleaf regarding submission of detailed Bills is not signed, the Treasury Officer must return it for correction or for the requisite certificate.

District Fund.	Bill for Contingent Charges of	Month of
Head of Service		Voucher No.

Nos. of Sub-Vouchers.	Description of charge and date of authority (where special sanction is necessary).	*Rs.	a.	p.	Amount Rs.	a.	p.
The total of this Bill must be entered in both words and figures.	Total						
	In words Rupees						

*This column should, when charges are described, exhibit the component parts of the detailed head. The total of each detailed head will be entered in the next column.

N. B.—The Treasury Officer will make payments on this form as often as required; but the drawer should be careful to include in the Detailed Contingent Bill of a month only the amount of all abstracts *encashed* at the Treasury during that month.

Received Contents.

Dated

The 190

Drawing Officer.

Form —*continued.*

NOTE.—*The following certificate must be signed if t Bill bears date subsequent to the 15th of the month. The Treasury Officer shall refuse to encash a Bill d d after the 16th if the certificate is unsigned.*

I certify that my Detailed Contingent Bi for all contingent charges drawn by me prior to the 1st of the current month has been forward on with all necessary vouchers to the head of my Department for countersignature and transm ssion to the Comptroller of Mysore.

Dated

The 190

Signature and Office of Disbursing Officer.

Form 7

(See Rule 87)

DETAILED CONTINGENT BILL.

Not Payable at the Treasury

District Fund.	Bill for Contingencies of	Month of 190
Head of Service		Nos. of Vouchers
Nos. of Sub-Vouchers	Description of charge and date of authority (where special sanction is necessary)	Amount

Form 7—*continued*

Nos. of Sub-Vouchers	Description of charge and date of authority (where special sanction is necessary)	Amount

Allotment of 190 .... Rs.

Drawn on Abstract Bill No. dated ... Rs.

Expenditure including this bill „

Add amount of disallowance refunded „

Balance available ... „

Total of Contingent Bill „

DISBURSING OFFICER'S CERTIFICATE.

I certify that the expenditure charged in this bill could not, with due regard to the interests of the public service, be avoided. I have satisfied myself that the charges entered in this bill have been really paid. Vouchers for all sums above Rs. 10 in amount are attached to the bill. I have, as far as possible, obtained vouchers for smaller sums, and am personally responsible that they have been so destroyed that they cannot be used again.

Date

Signature and Office of Disbursing Officer.

Passed for Rs.

Disallowed from Sub- Vouchers No. Rs.

Name of Countersigning Officer—

Office of ditto—

Date—

COUNTERSIGNING OFFICER'S CERTIFICATE.

I certify that, in support of every charge of more than Rs. 10 made in this bill, a receipt or other voucher in proper form has been given to me and is now in my possession. The receipts and vouchers for items in excess of Rs. 10 are attached to the bill, and I am personally responsible that the receipts and vouchers for all other items of more than Rs. 10 are in proper form and order, and that they have been so cancelled that they cannot again be used to support claims against the District Fund.

Dated

Form. 8
(See Rule 87)

DISTRICT FUND.

Contingent bill of the Taluk Board in the District

for the month of 190 .

ಸಾದಿಲ್ವಾರ ಪಟ್ಟಿ ಡಿಸ್ಟ್ರಿಕ್ಟ್ ಮಾಹೆ ಇಂ

Description of charges	ಖರ್ಚಿನ ವಿವರ	Amount ಮೊಬಲಗು

DISBURSING OFFICER'S CERTIFICATE.

I certify that the expenditure charged in this Bill could not, with due regard to the interests o the public service, be avoided. I have satisfied myself that the charges entered in this Bill have been really paid. Vouchers for all sums above Rs. 10 in amount are attached to the Bill. I have, as far as possible, obtained vouchers for smaller sums, and am personally responsible that they have been so destroyed that they cannot be used again.

Date—

ಇದರಿಂದ ನಾನು ದೃಢಪಡಿಸುವದೇನಂದರೆ:—ಈ ಬಿಲ್ಲಿನಲ್ಲಿ ನಮೂದು ಕಂಡ ಪ್ರತಿ ಬಾಬಿನ ಮೊಬಲಗು ಸಲ್ಲಬೇಕಾದ ಮನುಷ್ಯನಿಗೆ ನಿಜವಾಗಿ ಸಾವತಿ ಆಗಿರುತ್ತೆ. ಹತ್ತು ರೂಪಾಯಿಗೆ ಮೇಲ್ಪಟ್ಟ ಪ್ರತಿ ಬಾಬಿಗು ತೆಗದುಕೊಳ್ಳುವದಕ್ಕೆ ಸಾಧ್ಯವಿದ್ದಲ್ಲಿ ಬಂದು ರಶೀತಿಯು ಮತ್ತು ಹಾಗೆ ಸಾಧ್ಯವಿಲ್ಲದ್ದಲ್ಲಿ ಬಂದು ದಾಖಲೆಯು ಈ ಬಿಲ್ಲಿಗೆ ಜಂಟಿಸಲ್ಪಟ್ಟಿರುತ್ತೆ.

Signature of Disbursing officer.

Date —

COUNTERSIGNING OFFICER'S CERTIFICATE.

I certify that, in support of every charge of more than Rs. 10 made in this Bill, a receipt or other voucher in proper form has been given to me and is now in my possession. The receipts and vouchers for items in excess of Rs. 10 are attached to the Bill, and I am personally responsible that the receipts and vouchers for all other items of more than Rs. 10 are in proper form and order, and that they have been so cancelled that they cannot again be used to support claims against the District Fund.

Date—

Signature of Countersigning Officer.

Form 9.

(see Rule 97)

Abstract of Measurement Books

Sub-heads	Previous measurement		Present measurement			Total up to d	
	Quantity	Cost	Quantity	Rate	Cost	Quantity	C

Total value of work done up to end of 19

Deduct per cent on account of Reserve

Deduct previous payment

Net amount to be paid

Certified that the above measurements have been made by me and that the work has b satisfactorily executed.

In charge of work

Form 9—Continued.

Name of work—

Name of Contractor—

Date of measurement—

Date of payment -

MEMO OF PAYMENTS

(To be filled in office of Payment)

Arrears brought forward ...

Works done as per this bill... ———

Total ...

Payments now made ... ———

Balance due ... ———

Form 10
(See Rule 97)

_____ District
ಜಿಲ್ಲೆ

No. ನಂ. _____

Date ತಾರೀಖು _____

Receipt of _____

_____ ನ ರಸೀತು

_____

on account of _____

_____

_____ ವಿಷಯವಾಗಿ

Witness ಸಾಕ್ಷಿಗಳು _____

_____

_____ District
ಜಿಲ್ಲೆ

No ನಂ. _____ _____ 190
ಸಕ್ರಿ೯೦

Received from _____

_____ ಇಂದ ತೆಗದುಕೊಂಡ _____

_____ the sum of Rupees _____

_____ ಮೊಬಲಗು ರೂಪಾಯಿ _____

_____ on account of _____

_____ ವಿಷಯವಾಗಿ _____

_____

_____

Witness _____

_____

Contractor.
ಕಂಟ್ರಾಕ್ಟ್‌ದಾರ್.

Form 11
(See Rule 98)

DISTRICT FUND

District Taluk

Completion certificate for

Authority

	Rs.	a. p.
Amount of sanctioned estimate		
Amount of actual work done and paid up to date of completion as per details given below		
Amount saved		

Items	Rate		Quantity	Cost	
	Per	Rs. a. p.		Rs.	a. p.

Certified that I inspected the above work and checked by actual measurement and found the above details to be correct. The work has been satisfactorily completed.

Inspecting Officer

Work inspected and passed.

Dated

President,

.....District Board,